

BAY AREA AIR QUALITY MANAGEMENT DISTRICT

SUPPLEMENTAL APPLICATION FOR EXECUTIVE SECRETARY

Instructions: Please respond to each of the following questions. Please type or print your responses on 8-1/2" x 11" paper. **Please limit your responses to a page per question.** This information may be used to determine those applicants with the most directly related experience, education, and training to continue in the selection process. Do not combine your responses or reference your application or resume to answer a question.

Please be advised that the information you provide will be evaluated "as is" and incomplete, vague, or illegible responses will likely receive lower ratings. Therefore, it is very important to provide concise, organized, and easy to follow responses to each question.

1. Describe your experience in providing secretarial and administrative support to management-level staff. Include any experience working with governing Boards. Your response should illustrate the range of support work you performed as well as the level of complexity.

Include in your response your job title, the name of your employer where you gained the experience, the level of management you supported and length of time in years/months you performed this function.

2. Describe your experience handling confidential information and inquires that would be relevant to this position. Your response should illustrate the type and range of confidential matters you handled and your ability to take responsibility and use good independent judgment.
3. Describe your experience researching, complying, and organizing information for use by the management staff person you supported that would be relevant to this position. Include the challenges or difficulties you had in performing this function, how the information was used and how your role in performing this function benefited the management staff person you supported.
4. Describe your education and training that qualifies you for this position and how it would be applied to this position.

Please return this signed form with your responses attached to your application.

I certify that the information provided on all application materials is accurate and complete to the best of my knowledge. I understand that any falsification may cancel any terms and conditions, or privileges of employment.

Signature:_____

Date:_____